

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 36-171**

22 JULY 2002

Personnel

**ACADEMIC COUNSELING AND
REGISTRATION**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, responsibilities and procedures for cadet academic counseling, registration, and academic program maintenance. It applies to all Academy personnel who provide academic counseling and registration services for cadets. See [Attachment 1](#) for glossary of terms.

SUMMARY OF REVISIONS

Deleted USAFA Form 37, Cadet Performance Evaluation and Recommendation.

1. General. The academic program at the USAF Academy is published in general terms in the USAFA Academy Catalog. More specific requirements and all registration procedures are outlined in the USAFA Curriculum Handbook. Academic advisors are assisted by the ABCs of Academics Handbook. Additionally, an extensive personalized academic counseling system supplements these publications and is readily available to every cadet.

2. Responsibilities:

2.1. Office of the Registrar (HQ USAFA/DFR). HQ USAFA/DFR administers the academic advising and counseling system.

2.2. 10th Communications Squadron (10 CS):

2.2.1. Provides electronic data processing services for the following activities:

2.2.1.1. Cadet registration (Academic Program Summary (APS) computerized checks of graduation requirements, and medical status information).

2.2.1.2. Midsemester and end-of-semester ARC meetings, and end-of-semester Academy Board meetings.

2.2.2. Provides computer systems analysis and programming support to HQ USAFA/DFR.

2.3. The Directorate of Cadet Personnel (HQ USAFA/DPY). HQ USAFA/DPY provides the out-processing time and location to cadets identified for discharge.

2.4. Air Officers Commanding (AOC):

2.4.1. Review USAFA Forms 68, **Cadet Academic Deficiency Evaluation and Probation Action Plan**, for all cadets on academic probation in their squadrons. Assign appropriate number of Weekend Academic Call to Quarters.

2.4.2. Advise cadets of the ARC decision. Provide a copy of the ARC decision to academically deficient, retained, and disenrolled cadets who were reviewed by the ARC. Obtain each cadet's acknowledgment and forward one copy to Cadet Examination and Records Division (HQ USAFA/DFRR). For additional information, refer to USAFAI 36-164.

2.5. Advisors in Charge (AICs) and Academic Advisors. For detailed description of their duties, see Faculty Operating Instructions.

2.6. Cadets. Cadets' responsibilities are outlined in AFCW instructions and in the USAFA Curriculum Handbook. Additionally, cadets are responsible for:

2.6.1. Meeting with their advisor during the fall and spring registration periods. Regardless of major, cadets must register for a minimum of 15.5 semester hours for the semester following the respective registration period.

2.6.2. Declaring an academic major no later than the end of the fall registration period of their third semester (September/October of their third class year). Failure to do so will result in disciplinary action according to AFCW directives.

2.6.3. Initiating the USAFA Form 68 in accordance with deadlines established by the HQ USAFA/DFR, if on academic probation. Failure to do so will result in disciplinary action according to AFCW directives.

3. Procedures: OPRs setting procedures under this instruction must coordinate with affected activities. OPRs must send copies of changes to academic programs, course enrollments, or a cadet's academic or medical status to the affected activities. The normal sequence of events in the registration process each fall or spring semester follows:

3.1. HQ USAFA/DFRC will designate and publicize a registration counseling period (generally 2-3 weeks) and a registration deadline. Departments must submit course selection changes affecting the next semester before this deadline. All cadets will meet with their Academic Advisor or AAOCA during this period and submit a revised APS, if necessary, before the deadline.

3.2. Departments will ensure course offering information and prerequisites are accurately reflected in the Master Course File.

3.3. Academic Scheduling (HQ USAFA/DFRS), with 10 CS, will tell course directors of course enrollments so course directors can finalize the course offerings. Then HQ USAFA/DFRC will notify AICs and AAOCA's of those cadets who must drop courses because of cancellations, unwaived prerequisite discrepancies, medical disqualification, or other reasons. After these changes have been accomplished, the academic scheduling process will start, using a current APS.

3.4. Fall semester registration for fourth-class cadets will be done according to Faculty Operating Instructions. Specific procedures for the registration process and other related activities are in the USAFA Curriculum Handbook.

4. Form Adopted. USAFA Form 68, **Cadet Academic Deficiency Evaluation and Probation Action Plan.**

DAVID A. WAGIE, BRIG GEN, USAF
Dean of the Faculty

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Terms

Academic Advisor—An officer designated by the appropriate advisor in charge (AIC) to assist cadets with course selections, scheduling problems, and career opportunities. Both the cadet and the advisor will ensure the cadet's academic program meets minimum graduation requirements.

Academic Affairs Staff Officer—An officer in the Academic Affairs Division (HQ USAFA/DFRC), Office of the Registrar (HQ USAFA/DFR), who administers the academic counseling system. The Academic Affairs Staff Officer regularly briefs the Associate Air Officer Commanding for Academics (AAOCA) and AIC on academic matters, and serves as the coordinator for one of the four academic review committees (ARC). See USAFAI 36-164, Review and Disposition of Deficient Cadets, for more information about the ARC process.

Academic Program Summary (APS)—A computer listing of the courses an individual cadet has completed or plans to complete. The listing includes generalized information about the cadet (e.g., the cadet's major, advisor, and squadron) and lists all course enrollments plus summer military and academic courses, nongraded courses, and transfer and validation credits.

Advisor in Charge (AIC)—An officer designated by the division chair or department head to administer a particular academic major. The AIC helps ensure cadets complete all graduation requirements and coordinate all academic counseling activities.

Associate Air Officer Commanding for Academics (AAOCA)—An officer designated by the Dean of the Faculty (HQ USAFA/DF) to provide academic advice and counsel to cadets in a particular squadron who have not declared a major.

Registration Periods and Authorized Changes—See USAFA Curriculum Handbook, Chapter 2 "Registration," paragraph 2.5.